



FY 2022 ARTS OR HUMANITIES EDUCATION PROJECT GRANT PROGRAM

REQUEST FOR APPLICATIONS

The DC Commission on the Arts and Humanities (CAH) is seeking applications from qualified arts, humanities, arts education, and service organizations for its Fiscal Year 2022 Arts or Humanities Education Project (AHEP) grant program. Award amounts vary.

RFA Release: Monday | May 3, 2021
Submission Deadline: Friday | June 4, 2021 | 11:59 PM

Incomplete or late applications or applications that do not follow the instructions and guidelines will be automatically deemed ineligible for review and funding.

Prospective applicants should read through this Request for Applications (RFA) in its entirety before submitting an application.

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The DC Commission on the Arts and Humanities (CAH) is an independent agency within the District of Columbia government that evaluates and initiates action on matters relating to the arts and humanities and encourages the development of programs that promote progress in the arts and humanities. As the official arts agency for Washington, DC, CAH is supported by District government funds and in part by the National Endowment for the Arts, a federal agency.

CAH has grantmaking authority under the Commission on the Arts and Humanities Act of 1975, as amended (D.C. Law 1-22, D.C. Official Code § 39-204).

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Commission on the Arts and Humanities
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FY 2022 ARTS OR HUMANITIES EDUCATION PROJECT GRANT PROGRAM

Applicants may submit one (1) Arts or Humanities Education Project application per fiscal year cycle

OVERVIEW

The Arts or Humanities Education Project (AHEP) offers support to qualified non-profit arts, humanities, arts education, and service organizations to deliver exemplary programs in arts and/or humanities education to students in grades pre-K to 12 and to teachers, educational staff and teaching artists of DC Public Schools (DCPS) and DC Public Charter Schools (DCPCS). CAH will award select applicants (“grantees”) a grant of funds to support the delivery of their proposed project. CAH grant funds must be spent within CAH’s Fiscal Year 2022 (FY 2022) (October 1, 2021 to September 30, 2022). Grant award funds cover expenses made only within this period.

Grants are competitive and applications are organized for review in cohorts based on the following qualifying project categories: (1) In-School Projects; (2) Out-of-School-Time Projects; or (3) Professional Development Projects.

Award amounts are subject to CAH’s availability of funds and are based upon the organization’s advisory review panel score and ranking.

All Arts or Humanities Education Project awards no longer require a 1:1 cash match.

GRANT PROGRAM GOALS

By making its AHEP grant awards, CAH endeavors to meet the following goals:

- Provide access to high-quality arts and humanities experiences that work to advance student academic achievement in the District of Columbia;
- Strengthen the value of an arts and humanities education as a critical component of a student’s broader education; and
- Support activities that are consistent with local and national learning standards for arts and humanities education, including the current state standards in non-arts content areas, where appropriate.

GRANT PROJECT TYPES

The AHEP grant program provides support for the following types of projects:

1. In-School Projects

Defined as those that take place within the traditional school day and may include artist residencies, field trips, and arts integration opportunities. Projects must connect to curricula standards and instructional programs occurring in the schools. Assessment and evaluation criteria should emphasize an intentional and comprehensive design.

2. Out-of-School-Time Projects

Defined as those that take place in the after-school, weekend and/or summer hours. They may take place on school premises, but are often facilitated by non-school arts and/or

humanities providers. Priority is given to projects that engage participants multiple times throughout the year.

3. Professional Development Projects

These include high-quality training opportunities for educators that enhance their skills in an arts discipline or in the integration of standards-based arts and/or humanities instruction with non-arts academic content. The project must target classroom educators, instructional staff, or teaching artists providing services at a DC public or public charter school. Applications may also include components of technological support to assist in the delivery of virtual arts and humanities experiences and for the purposes of data collection and analysis.

Public Charter Schools and Parent Teacher Associations are not eligible to apply for the AHEP grant. The AHEP grant will not offset the responsibilities of DCPS or DCPCS schools in providing their students with an excellent education but will support projects that enhance the learning that is already in place.

APPLICATION REQUIREMENTS

Successful AHEP applicants shall, in their respective grant applications:

- Provide a brief overview of the organization's general programming, but articulate the details of a unique project that is the focus of the project grant application;
- Demonstrate expertise in offering developmentally appropriate arts and/or humanities programming for students of diverse abilities;
- Articulate an understanding of curriculum design through the provision of syllabi, lesson plans, and assessment tools;
- Develop and detail programming that provides an immersive experience for participants;
- Provide evidence of an intentional and comprehensive assessment and evaluation plan;
- Demonstrate that all project activities occur within the District of Columbia; and
- Demonstrate experience in offering high-quality, impactful professional development for educators in order to enhance their skills in an arts discipline or in the integration of standards-based arts and humanities instruction with non-arts academic content.

ELIGIBILITY REQUIREMENTS

Prior to submitting applications, applicants must meet all of the following eligibility requirements:

- Be incorporated as a nonprofit with a federally designated tax-exempt status under section 501(c)(3) of the United States Internal Revenue Service (IRS) code, as evidenced by an IRS determination letter that is dated at least one year prior to the application deadline date;
- Be registered with, and authorized to do business in, the District as either a "Domestic" entity (that is, an entity that was incorporated in the District) or a "Foreign" entity (that is, an entity that was incorporated in another state);
- Ensure that at least fifty-one percent (51%) of the organization's activities occur within the District of Columbia;
- Ensure that one hundred percent (100%) of the grant award dollars are used to support District of Columbia programming, inclusive of direct and indirect costs;
- Have an active Board of Directors;
- Register and comply with the regulatory requirements of the following agencies:

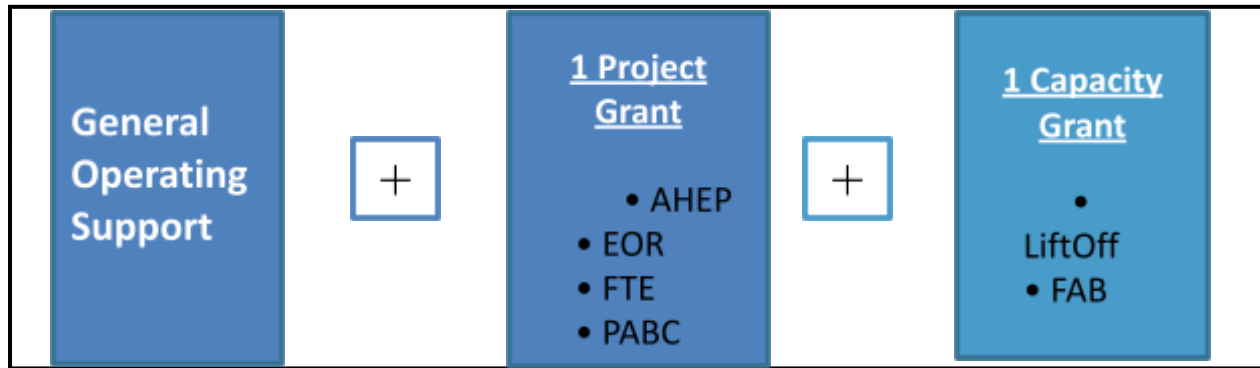
1. District of Columbia Department of Consumer and Regulatory Affairs' (DCRA) – Corporations Division (indicating an “active” business license status at the time of application, and agreeing to maintain such status throughout the grant period);
 2. District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR);
 3. District of Columbia Department of Employment Services (DOES); and
 4. United States Internal Revenue Service (IRS).
- Obtain a Certificate of Clean Hands (CCH) from the District of Columbia Office of Tax and Revenue;
 - Be in “good standing” with CAH. Note: a CAH grant applicant that has failed, as of June 4, 2021, to comply with all applicable CAH-related mandates (e.g., failed to submit to CAH required reports related to prior CAH funding), is not in “good standing” with CAH and, accordingly, is ineligible to receive additional funds from CAH in FY 2022); and
 - Have a principal business office address that is located in the District of Columbia, subject to an on-site visit. (Note: CAH will not allow post office boxes or the addresses of board members or volunteers as evidence of the principal business address).

Applicants restricted from applying include:

- Arts and humanities organizations with a majority of their constituents who reside outside of the District of Columbia;
- Public charter schools and Parent Teacher Organizations/Associations;
- Private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act;
- Individuals;
- Organizations that require “fiscal agents”; for-profit organizations; private foundations; political organizations; colleges; universities; foreign governments; federal government entities; and other District of Columbia government agencies, including DC Public Schools;
- Recipients (or intended recipients) of a CAH FY 2022 General Operating Support (GOS) grant who do not dedicate the majority of their programming services and organizational budget to children and youth; and
- Organizations submitting an application whose content is combined with the application of another organization. Proposed projects must be “stand-alone” projects.

ALLOWABLE COSTS AND FUNDING RESTRICTIONS

Organizations that have applied to FY 2022 General Operating Support (GOS) are restricted from applying to the FY 2022 Arts or Humanities Education Project (AHEP) grant program, except in cases where the majority of programming services and organizational budget is dedicated to providing services to children and youth. All GOS recipients are restricted from applying to Projects, Events, or Festivals (PEF) Grants.



*Organizations that identify as “Arts Education” entities may apply to the Arts or Humanities Education Project (AHEP) grant program as long as the scope of their AHEP project is not duplicated in the scope of work of their FY 2022 GOS grant.

**Organizations residing in Wards 7 or 8 receiving funding through FY 2022 GOS grants may apply to the East of the River (EOR) Grant as long as the scope of their EOR project is not duplicated in the scope of work for their FY 2022 GOS grant.

All FY 2022 GOS recipients may apply to only one “Project Grant” and one “Capacity Grant” as defined above.

CAH must ensure that all award funds are expended in a fiscally responsible manner. Allowable costs are those that the District government and CAH have determined as valid expenditures. All awarded funds are subject to audit and Performance Monitoring (See Page 13 of these Guidelines).

Examples of Allowable Costs Related to the Grant:

- Salaries for arts and humanities professionals for nonprofit organizations;
- Teaching artists/humanists, or consultants;
- Travel and transportation directly related to project implementation;
- Materials, supplies and equipment purchases that are directly related to the work of the organization; and
- Overhead, maintenance, and administration of the organization’s AHEP project.

Examples of Unallowable Costs Related to the Grant:

- Food and beverages;
- Tuition and scholarships;
- Expenses associated with an organization assuming the role of a fiscal agent for another organization;
- Costs related to fundraisers and special events;
- Expenses unrelated to the execution the organization’s scope of work; and
- Funding to universities, foreign governments or DC government agencies, including DCPS.

Grantees with questions regarding allowable costs may contact CAH’s grant program manager. The grantee will be responsible for demonstrating expenses, as applicable, in Interim and Final Reports.

INCLUSION, DIVERSITY, EQUITY, AND ACCESS (I.D.E.A.)

CAH has placed increased focus on utilizing an Inclusion, Diversity, Equity and Access (I.D.E.A.) lens in its grantmaking, with the goal of creating a more equitable arts and humanities landscape in the District. In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each applicant must demonstrate how its programming and services will be inclusive, diverse, equitable, and accessible throughout the District of Columbia, beyond participants with disabilities. Applicants should consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these RFA guidelines (see page 12) and the CAH Grants Glossary, located in the [Guide to Grants](#). For reference, applicants may use this link to access the text of the ADA: <https://www.law.cornell.edu/uscode/text/42/12101>). Notwithstanding the fact that it has shared hyperlinks attached immediately above and later below, the District government does not represent that shared text of the ADA (or any other text) is the latest version of the subject law.

I.D.E.A. DEFINITIONS

Below are definitions used by CAH of each component of I.D.E.A. CAH encourages applicants to develop short- and long-term plans to ensure each of these components is realized in their processes and programs. CAH’s goal for the arts and humanities community is to have a comprehensive and actionable plan in place by FY 2024. **Organizations in receipt of funding from CAH will be required to demonstrate their progress in all future interim and final reports beginning in FY 2022.**

INCLUSION

Inclusion authentically welcomes, and intentionally brings, traditionally excluded individuals and/or groups into processes, activities, and decision/policymaking in a way that shares power.

DIVERSITY

Diversity refers to the various backgrounds and races that comprise a community, nation, or other grouping. In many instances, the term diversity does not only acknowledge the existence of diversity of background, race, gender, religion, sexual orientation etc., but applies a recognition of the value of these differences. Diversity enriches policies and practices by bringing people of diverse backgrounds and experiences together to inform, shape, and enrich these policies and practices.

EQUITY

Equity is giving everyone what they need to be successful. Equity is different from treating everyone the same. Equity operates from the understanding that people and groups enter given situations from very different starting points. These starting points are often determined by certain social hierarchies such as race, class, gender, age, sexual identity, disability, etc. An equitable framework centers awareness of these hierarchies and creates systems that are actively anti-racist, anti-classist, anti-sexist, anti-homophobic, and anti-ableist.

ACCESS

Access is defined in the broadest definition of the term as a means of ensuring individuals and/or groups are given financial, geographic, demographic, cultural, and developmental access to programming, services, and other opportunities.

TECHNICAL ASSISTANCE AND WORKSHOPS

CAH staff members are available to assist grant applicants through group or individual technical assistance. CAH staff members will not write applications for applicants. CAH staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by e-mail or via the online grants portal) their full draft application proposal along with any questions in advance of scheduling a meeting for agency staff assistance.

CAH conducts free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. Workshop dates and times are subject to change. All workshops are virtual, free, and open to the public; however, participants are strongly encouraged to RSVP. More information about the dates and times of these workshops may be found at www.dcartz.dc.gov under [Grant Writing Assistance](#), or by calling CAH at 202-724-5613.

Day and Date	Time	Topic	Location
Tuesday, May 11, 2021	11:00 am – 12:30 pm	AHEP	Online Location TBD
Friday, May 14, 2021	2:00 pm – 3:00 pm	Grants	Livechat
Friday, May 21, 2021	2:00 pm – 3:00 pm	Grants	Livechat
Wednesday, May 26, 2021	4:00 pm – 5:30 pm	AHEP	Online Location TBD
Friday, May 28, 2021	2:00 pm – 3:00 pm	Grants	Livechat
Friday, June 4, 2021	2:00 pm – 3:00 pm	Grants	Livechat

Livechats may be accessed by visiting <https://dcarts.dc.gov/livechat>.

GRANT APPLICATION PROCESS

1. Read the [Guide to Grants](#).
2. Read the RFA guidelines (for the desired grant program) and determine eligibility.
3. Visit the [Grant Application Portal](#) to login or register as a user.
(Note: To reset a user password either select "Forgot your password?" or click [here](#)).
4. Upon registration, applicants select the desired grant program(s).
5. Complete the application questions, budget and budget narrative data.
6. Upload required documents, supplementary material and work samples.
7. Double-check the application for thoroughness, clarity and typographical errors.
8. Submit the application by 11:59 PM ET on the grant program's deadline date.
9. Ensure receipt of grant submission confirmation email (auto-generated by the online portal) by the application deadline.

CAH utilizes an online grant portal to receive grant applications. **All applications must be submitted online by 11:59 PM ET on Friday, June 4, 2021.** Technical issues or failure to receive a confirmation email should be immediately brought to the attention of CAH staff. Incomplete or

late applications or applications that do not follow the instructions and guidelines are deemed ineligible for review and funding. CAH does not accept mailed, emailed or hand-delivered copies of grant applications and/or the required attachments. CAH will accept reasonable accommodation requests from applicants with disabilities in advance of the application due date to assist them in submitting grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Travis Marcus at travis.marcus@dc.gov and await request approval.

CAH's grant application process is competitive and subject to the availability of funds.

Applicants may not request or receive funding for the same activities through more than one CAH program or grant category. Multiple applicants may not apply for funding for the same scope of work, whether through the same or different grant programs.

Applicants are fully responsible for the content of their application materials. An automated confirmation of an applicant's submission does not guarantee an applicant's eligibility, and therefore review by the advisory review panel (see below, "Review Process"). CAH staff is not permitted to make corrections to applications on behalf of applicants. CAH staff reviews applications for completeness and contacts applicants for any incomplete documents within five (5) business days of the deadline. Applicants are then responsible for updating their application within five (5) business days of CAH's notification. Failure to do so will disqualify the application.

APPLICATION REVIEW PROCESS

CAH selects individuals who are arts, humanities and/or business professionals, independent of CAH, to serve as advisory review panelists for each grant program. The role of a panelist is to review and score an eligible application's content to the established grant program review criteria.

CAH's grant application evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with [the National Foundation on the Arts and Humanities Act of 1965, as amended](#). For more information regarding the grant review process please visit the [Guide to Grants](#). To volunteer or nominate a person to serve as an advisory review panelist for a grant program, see CAH's [Call for Panelists](#).

NOTIFICATION AND AWARD DISBURSEMENT

CAH will notify applicants of this grant program as to the results of their application by October 1, 2021 via (1) letter of intention to award, (2) letter of ineligibility, or (3) letter of denial.

For award recipients, the date(s) of CAH grant award disbursement(s) is/are subject to the availability of funds and the processing of required documentation. CAH staff will advise grant award recipients on the award disbursement process on or after October 1, 2021. More details may be found on CAH's website at [Managing Grant Awards](#).

FUNDING CONDITIONS, REPORTING REQUIREMENTS, GRANT CANCELLATIONS

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2022 grant recipients with unmet reporting

obligations regarding any CAH funding program as of close of business on Friday, October 15, 2021 are ineligible to receive additional awards from CAH.

Reporting Requirements

Each grantee is required to submit to CAH Interim and Final Reports regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; and (2) the quality of the engagement and responsibility to community that its funded projects or activities have had on the District of Columbia.

CAH reporting requirements are determined by award size:

- All grantees must submit a Final Report (due by Friday, October 21, 2022)
- Awards greater than \$10,000 must also submit an Interim Report (due by April, 22, 2022)

Grantees who do not submit Final Reports are ineligible for further CAH funding.

Grant Management and Rescindment

Grantee agrees that it will include a CAH logo and a credit line in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH's support for the project in all related public events.

CAH has the right to withhold, reduce or rescind a grant award according to the terms and provisions of the grant agreement or if the grantee exercises any of the following:

- Fails to meet deadlines for grant reports;
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope without advance approval;
- Refuses to provide access for monitoring;
- Fails to comply with the terms of the grant award contract requirements;
- Fails to demonstrate adequate financial management and oversight of the project; and/or
- Fails to properly publicly credit CAH's support of the organization's scope of work.

Citywide Clean Hands (CCH)

All applicants that are recommended for funding must obtain from the District of Columbia a Certificate of Clean Hands in order to receive a grant award from CAH. This certification is required before any related grant disbursement may be made. The CCH website application supports the "Clean Hands" Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. Applicants may visit the following site to obtain more information: <https://mytax.dc.gov/>.

Legal Compliance

Federal and District of Columbia law requires all grant applicants to comply with all applicable laws and regulations that regard non-discrimination. The list of those laws and regulations include: Title VI of the Civil Rights Act of 1964 (which provides that grant recipients must take adequate steps to ensure that people with limited English proficiency receive the language assistance necessary to afford them meaningful access to grant-related programs, activities and services); Title VII of the Civil Rights Act of 1964 (P.L. 88-352) (which prohibits discrimination on the basis of race, color, or national origin); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686) (which prohibits discrimination on the basis of sex); Section 504 of the

Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794); the DC Human Rights Act of 1977; and the Americans with Disabilities Act of 1990 (42 U.S.C. §§12101 - 12213) (which prohibits discrimination on the basis of disabilities).

Americans with Disabilities Act

CAH is committed to ensuring that all grant recipients comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by CAH must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

An organization applying for funding from CAH must include, in its grant application, a response to the information request set forth in the I.D.E.A. section of its grant application, by providing the following information:

1. The process for formulating plans to increase its diversity, access, inclusion, and ultimately overall equity for its staff, board, and audiences.
2. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.).
3. The current progress/status of an organization's physical accessibility. If the location is not barrier-free, include in the grant application a plan for project/program modification that ensures access in a barrier-free environment, when needed.
4. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

Credit/Acknowledgment

Grant recipient agrees that it will include a CAH logo or a credit line in all of its grant-related announcements and promotional materials and that it will make its best efforts to publicly credit CAH support in any and every public event that is held and that is related to CAH's funding.

RISK MANAGEMENT AND PERFORMANCE MONITORING

All grant recipients are subject to risk assessments and monitoring requirements. Those practices are discussed in greater detail in the applicants' grant agreements with CAH.

Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

CONTACT INFORMATION

More information regarding CAH's grant programs, and clarification about related accessibility requirements, work sample submissions and grant making processes can be found in CAH's [Guide](#)

[to Grants](#). Specific questions about the AHEP grant can be referred to CAH staff member, Alorie Clark (alorie.clark@dc.gov).

FY 2022 ARTS OR HUMANITIES EDUCATION PROJECT GRANT PROGRAM

REVIEW CRITERIA

Arts, Humanities, and Arts Education Content (40%)

- The applicant's work sample(s) and educational material(s) (syllabi, lesson plans, rubrics, etc.) demonstrate high artistic/humanities and educational standards within the chosen discipline(s); (8%)
- The applicant demonstrates proficient knowledge of education standards and practices to achieve success in project implementation; (8%)
- The applicant demonstrates the use of appropriately experienced personnel to plan and implement content (e.g. program managers, teaching artists, educators, etc.); (8%)
- The project activities ensure participant engagement and advancement through comprehensive lessons; (8%) and
- The project's goals/activities are developmentally appropriate to the intended grade levels and participant abilities. (8%)

I.D.E.A. (20%)

CAH prioritizes applicants who give intentional focus to working with children and youth who have been historically excluded or marginalized and who demonstrate authentic responsiveness to their identified needs.

- The project demonstrates an educational experience that is inclusive and diverse, either through educational content or the composition of staff who directly engage with participants; (7%)
- The project design demonstrates the commitment to engage all participants by ensuring equity and access (considering factors including; cultural, socio-economic, geographical, physical, and intellectual ability); (7%) and
- The applicant outlines a plan for current and/or future adjustments to the project, based on the evolving needs of the community. (6%)

District Impact and Evaluation (20%) (see page 19)

- The applicant demonstrates how the project will enrich the arts education community of students, teaching artists, and educators; (5%)
- The project demonstrates the ability to reach a reasonable number of DCPS and DCPCS students and/or instructional staff; (5%) and
- The applicant presents effective evaluation methods that will measure both project impact and effectiveness, and participant engagement and development. (10%)

Organizational Management (20%)

- The applicant demonstrates skillful project management, organization, and deliverability; (7%)
- The applicant's budget information is detailed, accurate, feasible, and directly related to the activities of the grant request; (7%) and
- The applicant demonstrates the use of appropriate administrative personnel to monitor and track expenditures. (6%)

FY 2022 ARTS OR HUMANITIES EDUCATION PROJECT GRANT PROGRAM

APPLICATION CHECKLIST

The following is a checklist for all mandatory and supplementary documents required to submit the Arts or Humanities Education Project application, in addition to the required narrative questions within the online application. Documents must be uploaded as PDFs through CAH's online grant portal prior to the application deadline.

In order to submit an application:

- Ensure the organization meets all eligibility requirements listed in this request for applications;
- Complete all required questions in the online application;
- The **Arrest and Conviction Statement** is no longer required for CAH applications; and
- Attach the following mandatory documents to the online application (available at <https://dcarts.dc.gov/page/grantee-resources-0>):
 - **Balance Sheet** (from most recently completed fiscal year);
 - **Certificate of Clean Hands** (dated no more than 30 days prior to the deadline);
 - **Certificate of Liability Insurance** (general coverage);
 - **Current Organizational Budget** (approved by the organization's Board of Directors);
 - **IRS 501(c)(3) Letter of Determination**;
 - **IRS Form 990** (most-recently submitted);
 - **IRS Form W-9**
Note: Post office boxes are prohibited. The organization's address **MUST** match the address in the grants portal, the address on file in the DC Government's PASS system, and address registered in the DC Vendor Portal. Only the October 2018 version of the W9 form may be used and the form must be dated at the time of application submission;
 - **List of current Board of Directors**
Provide board roles (e.g. president, treasurer, etc.), responsibilities and home addresses/wards;
 - **Organizational Demographics Overview Form**;
 - **Profit and Loss Statement** (from most recently completed fiscal quarter);

- **Résumés of Key Personnel**
Examples include: artistic/managing/executive directors; teaching artists; etc.
Provide roles, areas of responsibility, and ward or state of residence;
- **Statement of Certification** (signed at the time of application);
- **Support Materials**
Up to three (3) internally-produced items (e.g. curricula, strategic plans, marketing materials, etc.) and up to three (3) externally-produced items (e.g. reviews, commendations, testimonials, letters of support, etc.); and
- **Work Samples**
CAH recommends reviewing the Work Sample Addendum in the [Guide to Grants](#) to determine materials that might best support the application.

ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (CAH) values and emphasizes excellence in all grant programs within all disciplines. This section contains detailed information on the CAH's requirements and suggestions regarding content.

Arts and humanities content and/or merit are one of several criteria on which an application is reviewed. Arts and humanities content and/or merit is demonstrated to the advisory review panelists through the applicant's:

Section 1 - Work Samples

Section 2 - Support Materials

Section 3 - Résumés of Key Personnel

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant's best work(s) of art and/or humanities. All applicants must submit arts and/or humanities work samples.

Section 1 - Work Samples

Work samples are critical to each application and are carefully considered during application review. CAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on work sample submissions depend on the grant program. Applicants are encouraged to adhere to the suggested work samples or risk ineligibility for consideration of a grant award.

Work samples must be no more than three (3) years old from the date of submission. Submitting older work samples may render the application ineligible for funding consideration.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample. They do, however, reinforce the quality of the applicant's arts and humanities disciplines(s).

Some examples of supporting materials include:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates of achievement or recognition;
- Sample lesson plans;
- Assessments and evaluations; and/or
- Awards.

Assessment and Evaluation

Purpose:

- To determine the efficacy of a program, as articulated in the program goals and as required for grant reporting; and
- To provide evidence to support changes in order to improve the program and its delivery.

Types:

- Qualitative assessment is often subjective in approach and narrative in nature; and
- Quantitative assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment and Evaluation Design

There are many ways to assess and evaluate programming including: needs assessments; pre- and post-testing; and formative, observational, and summative assessments that utilize mixed-method approaches such as portfolio/process-folio assessments.

Section 3 - Résumés of Key Personnel

Another way panelists determine the artistic content of each application is to review the résumés of the key artists, administrators and facilitators involved in the grant activities. Those professionals involved in the organization determine the capacity of the organization and ability for the applicant to effectively create an excellent arts and humanities product and/or experience. Their backgrounds as artists and administrators should be relevant to the organization and clearly demonstrated through their professional résumés.

Additional Suggestions from CAH Staff

When creating and preparing work samples, supporting materials and résumés, CAH recommends considering the following:

- Applicants should be able to view and/or play all work samples in the application before submitting. If a sample cannot be played, then panelists will experience the same;
- Select recent, high quality samples that relate as directly to the application as possible;
- Photograph uploads should be in JPEG (or JPG) format with a 72 dpi minimum resolution and should not exceed 8MB in size (each);
- Adding more than the recommended number of work samples to an application will often weaken it;
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression;
- Advisory review panelists are required to review each applicant's work samples; however, they are not guaranteed to review multiple work samples within the same application;
- Each work sample and document must give the specific name and title, so that panelists can identify what they are reviewing;
- For project-based grants, include samples of similar projects completed to illustrate an ability to execute the proposed project; and/or
- Panelists must be able to assess the skill level of the artist(s) involved in the project work to be created, exhibited or taught.

For video submissions:

- Do not include highly edited commercial/promotional videos as a work samples;
- Do not include poor quality video samples or samples with dim lighting, unstable video, bright backlighting, or blurred images; and
- If the video work sample is longer than five (5) minutes, indicate the embedded timecode of the video where panelists should begin viewing the work sample (e.g. 5:05:00).

For audio submissions:

- Panelists are unable to scan, rewind, or skip through a sample. Edit the audio clip to feature exactly the desired content; and
- For audio submissions with visual components, consider submitting as a video clip instead.

For online materials and websites:

- Panelists review only within the “four corners” of the application. They are not expected to go to outside links or content, so a linked website may not be viewed; and
- Websites can be screen-shot and attached as an image, but it is often an insufficient work sample. Submit a website only if it is an essential part of the project.

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